

SECTION 01027

APPLICATIONS FOR PAYMENT

A. General:

1. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, Submittal Schedule, and List of Subcontracts.
2. Schedule of Values:
 - a. Coordinate preparation of the Schedule of Values (Section 00800) with preparation of the Contractor's Construction Schedule.
 - b. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - 1) Contractor's Construction Schedule.
 - 2) Application for Payment forms, including Continuation Sheets.
 - 3) List of subcontractors.
 - 4) List of products.
 - 5) List of principal suppliers and fabricators.
 - 6) Schedule of submittals.
 - c. Submit the Schedule of Values within two (2) weeks of signed Contract. Applications for Payment cannot be processed without an approved Schedule of Values.
3. Format and Content:
 - a. Use the Schedule of Values listing in Section 00800 to establish the format for the Schedule of Values submission.
 - b. Include the following Project identification:
 - 1) Project name: CCWF Phase II Expansion
 - 2) Building No: 600
 - 3) Job number: 11705
 - 4) Contractor's name and address.
 - 5) Date of submittal.
 - c. Arrange the Schedule of Values in tabular form to be used in the preparation of the Applications for Payment.

- d. Provide a breakdown of the Contract Sum in sufficient detail to facilitate evaluation of Applications for Payment. Break down subcontract amounts into several line items, where appropriate. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
- e. The cost of Construction Safety shall be separated out of the General and Supplementary Conditions, and listed separately.
- f. Temporary facilities and items that are not direct cost of work-in-place may be shown as separate line items or distributed as general overhead expense.
- g. MPO will review the Schedule of Values for an equitable distribution of value for work to be completed. Contractor shall revise and resubmit the Schedule of Values until accepted by MPO.

B. Applications for Payment:

- 1. Applications for Payment shall be consistent with previous applications and payments as certified by the Construction Inspection Supervisor and paid for by BNL.
- 2. Payment-Application Times:
 - a. Payment dates are indicated in the Agreement. The period covered by each application is the period indicated in the Agreement.
- 3. Payment-Application Forms:
 - a. Use BNL Form F 2685 and Tabulation Sheet F 2686 as the forms for Applications for Payment, attached to this Section.
- 4. Application Preparation:
 - a. Complete every entry, including notarization and execution by a person authorized to sign on behalf of the Contractor. MPO will return incomplete applications without action.
 - b. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
 - c. Include amounts of approved Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- 5. Transmittal:
 - a. Submit 3 executed original copies of each Application for Payment to Phil Gardner, Procurement and Property Management Division, Bldg. 134C.
 - b. Transmit each copy with a transmittal listing attachments and recording appropriate information related to the application.

C. Initial Application for Payment:

1. Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
 - a. Approved Safety Plan.
 - b. List of subcontractors.
 - c. List of principal suppliers and fabricators.
 - d. Schedule of Values.
 - e. Contractor's Construction Schedule (preliminary if not final).
 - f. Submittal Schedule (preliminary if not final).
 - g. List of Contractor's staff assignments.
 - h. Certificates of insurance and insurance policies.
 - i. Performance and payment bonds.

D. Application for Payment at Substantial Completion:

1. Following issuance of the Certificate of Substantial Completion, submit an Application for Payment. This application shall reflect Certificates of Partial Substantial Completion issued previously for BNL occupancy of designated portions of the Work.
 - a. Administrative actions and submittals that shall precede or coincide with this application include the following:
 - 1) Warranties and maintenance agreements.
 - 2) Test/adjust/balance records.
 - 3) Recycled materials reports.
 - 4) Preventative maintenance program data.
 - 5) Operation and maintenance data.
 - 6) Changeover information related to BNL's occupancy.
 - 7) As-built record documentation.
 - 8) Certifications of specification compliance.
 - 9) Final cleaning.

E. Final Payment Application:

1. Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
 - a. Completion of Project closeout requirements.
 - b. Completion of items specified for completion after Substantial Completion.
 - c. Transmittal of Project construction records to MPO.
 - d. Removal of temporary facilities and services.
 - e. Removal of construction cores from door locks for BNL changeover.

END OF SECTION 01027

PAGE _____ OF _____

TO:	BLDG. NO: _____	PAYMENT NO: _____
	JOB NO: _____	DATE: _____
FROM (CONTRACTOR):	CONTRACT NO: _____	PERIOD TO: _____
	PROJECT NAME: _____	

CHANGE ORDER SUMMARY			
NUMBER	DATE APPROVED	ADDITIONS	DEDUCTIONS
TOTALS			
NET CHANGE BY CHANGE ORDERS			

THIS CONTRACTOR CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND INFORMATION THE WORK COVERED BY THIS APPLICATION HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, THAT ALL AMOUNTS HAVE BEEN PAID BY THE CONTRACTOR FOR WORK FOR WHICH PREVIOUS PAYMENTS WERE ISSUED, AND THE CURRENT PAYMENT SHOWN IS NOW DUE.

1. INITIAL CONTRACT AMOUNT \$ _____
2. APPROVED CHANGE ORDERS AMOUNT \$ _____
3. CONTRACT AMOUNT TO DATE..... \$ _____
4. TOTAL VALUE OF WORK COMPLETED TO DATE..... \$ _____
5. RETAINAGE ____% (OF COMPLETED WORK) \$ _____
6. SUB-TOTAL: (LINE 4 MINUS 5) \$ _____
7. LESS PREVIOUS PAYMENTS..... \$ _____
8. CURRENT PAYMENT DUE..... \$ _____
9. BALANCE TO FINISH, PLUS RETAINAGE (LINE 3 MINUS 6) \$ _____

CONTRACTOR:

BY: _____ DATE: _____

BNL USE ONLY

Contract Specialist

Supervising Engineer

Field Inspector

FINAL PAYMENT YES ___ NO ___
APPROVED FOR PAYMENT

Authorized Signature

ACCOUNT _____

THIS PAGE INTENTIONALLY LEFT BLANK

TABULATION SHEET

PAGE _____ OF _____

BLDG. NO: _____

PAYMENT NO: _____

JOB NO:

DATE: _____

CONTRACT NO: _____

PERIOD TO: _____

PROJECT NAME: _____

ITEM NO. A	DESCRIPTION OF WORK B	SCHEDULED VALUE C	WORK COMPLETED			TOTAL COMPLETED TO DATE F	% (F ÷ C)	BALANCE TO FINISH (C – F)
			PREVIOUS APPLICATION D	THIS APPLICATION E	% (E ÷ C)			
	TOTAL THIS SHEET							

Revision History	
Date	Rev. No.
02-19-09	0